

CLASSIFICATION: PUBLIC INFORMATION AND PERMITTING ADMINISTRATOR

Class Code: 7218-34

Date Established: 07-01-87

Occupational Code: 7-6-2

Date of Last Revision: 04-07-04

Exempt Status: Exempt

BASIC PURPOSE: To serve as the overall manager of Environmental programs relative to international, federal, state, regional and local agreements and partnerships.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Represents top state officials at functions including presentation and defense of official agency positions including expert testimony.
- Offers high level scientific and engineering expertise and counseling on behalf of senior management.
- Provides technical permitting and policy support to the agency and commissioner for the siting of major new energy facilities or major upgrades.
- Coordinates legislative tracking services.
- Prepares, updates and promotes multidisciplinary permitting manual.
- Formulates, monitors and reports on budgets related to agency publications.

DISTINGUISHING FACTORS:

Skill: Requires skill in evaluating, planning, or integrating analysis of data to formulate current and long-range solutions, strategies, or policies of a specialized or technical nature.

Knowledge: Requires expertise in a highly specialized, technical, or professional discipline to manage or create policy at a system-wide administrative level.

Impact: Requires overall administrative responsibility for achieving agency objectives by directing all aspects of operations management. Errors at this level result in disruption of system-wide programs and services as well as long-term adverse impact on agency image and the future success of organizational operations.

Supervision: Requires delegating supervisory or program responsibilities to subordinate managers, with overall accountability for hiring employees or approving program policies. The supervisor in this position assumes responsibility for an organizational unit, including developing long-range plans, analyzing staffing requirements, and formulating system-wide policies and procedures.

Working Conditions: Requires performing regular job assignments in an extremely disagreeable or dangerous working environment with continuous exposure to an uncontrollable number of hazardous elements, including occupational accidents, injuries, or diseases which result in total disability or death.

Physical Demands: Requires sedentary work, including continuous sitting or occasional standing and walking.

Communication: Requires acting as the official representative of the agency, including explaining and defending current and long-range goals or objectives which directly affect public policy decisions regarding major state programs and services.

Complexity: Requires formulating the combination of overall job functions in order to address highly diverse or novel situations requiring new concepts and imaginative approaches to a wide range of intellectual and practical problems.

Independent Action: Requires administrative decision-making in authorizing and monitoring the implementation of major departmental policies and procedures.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a recognized college or university with major study in science, engineering, or environmental administration.

Experience: Ten year's professional experience in a high-level administrative environmental program position associated with the such specialties as environmental project development, multi-disciplinary environmental or engineering project management.

License/Certification: Current driver's license and/or access to transportation for statewide travel.

RECOMMENDED WORK TRAITS: Knowledge of program administration and evaluation. Knowledge of state and federal laws relating to the programs within assigned area. Knowledge of the principles of supervision, administration, system management and community organization as applicable to specialized program area. Ability to prepare budgets. Ability to express ideas clearly and concisely both orally and in writing. Ability to evaluate and analyze program effectiveness and resource utilization. Ability to speak before public groups and legislative committees. Ability to establish and maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.